

# Retention and Classification Report

**Agency:** Department of Health. Bureau of Environmental Chemistry and Toxicology (322)  
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**Records Officer** Pam Oberg

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**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16920

3

**TITLE:** Alcohol/highway fatalities reports

**DATES:** 1978-1989.

**ARRANGEMENT:** Numerical by sample number.

**DESCRIPTION:**

These are reports of the results of blood specimens taken from adult pedestrians and drivers killed in highway accidents to determine the presence and level of alcohol. This is required by UCA 26-130(17) and (18). This record includes the date and time of the accident; the name, sex, and age of the decedent; the location of the accident; the date, time and place of death; the date and time the specimen was obtained; the agency submitting the specimen; the date the specimen was received; the date of analysis; and the blood alcohol percentage.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This record is collected only to secure statistical information. The original of the record is sent to Health Statistics. A separate report is sent to law enforcement officials. The only need for this record is administrative, which is two years.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16920

**TITLE:** Alcohol/highway fatalities reports

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Protected.      investigative information

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 82103

3

**TITLE:** Correspondence file

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical by unit

**DESCRIPTION:**

This series contains correspondence which provides unique information about agency functions, policies, procedures, and programs. It includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to the Center for Disease Control.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records have historical value as they document the history of the organization and its programs, policies, procedures, leadership, and decision-making processes.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 82103

**TITLE:** Correspondence file

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22045

3

**TITLE:** Environmental bacteriology records

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the testing results of drinking water, swimming pools, surface water, and asbestos samples. Samples are collected by various state and non-state agencies, primarily by the Department of Environmental Quality. Test data are returned to the submitting agencies for their use. Information includes name and address where the report is to be sent, from where the sample was taken, the sample number, the date and time collected, and the test results.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22045

**TITLE:** Environmental bacteriology records

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical and research value of information regarding environmental pollutants and contaminants.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 82101

3

**TITLE:** Hazardous waste and chemical tests results

**DATES:** 1978-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 9.50 cubic feet.

**DESCRIPTION:**

This is a record of the testing of hazardous wastes and chemicals samples. It is done to document the exposure of employees and the general public to these hazardous substances. This record includes analysis report, air sampling report, chain of custody record, sample data and laboratory report, hazardous waste characteristics report, total metals and other analyses, and asbestos bulk sample data sheet. Information includes the date and time the sample was collected, the individual who collected the sample, the sample type, the facility from which the sample was collected, the description of the sampling point, the date and time the sample was received by the lab, and the results of the laboratory tests.

**RETENTION:**

Retain 75 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.



**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 82101

**TITLE:** Hazardous waste and chemical tests results

(continued)

Microfilm master: Retain in Office for 75 years and then destroy.

**APPRAISAL:**

Administrative Legal

This record needs a long retention because hazardous chemicals pose a long-term health hazard to exposed individuals. This retention will suffice for most lifetimes. Microfilming is recommended to both save space and to provide security for the record.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22047

3

**TITLE:** Inorganic sample reports

**DATES:** 1975-

**ARRANGEMENT:** Numerical by sample number.

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These are the statistical analyses of water samples for inorganic pollution submitted to the lab by various state and nonstate agencies. The purpose of the analyses is to assure that contaminant levels in water sources do not exceed levels that are toxic to human health. The analytical results consist of raw data from inorganic and wet chemistry tests. The test data are then sent to the submitting agencies. Information may include the names and addresses where the reports are sent, the sample numbers, the dates and times collected, descriptions of the sample sites, the dates the samples were received and analyzed, the methods of analysis, and the results of the test.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22047

**TITLE:** Inorganic sample reports

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the historical and research value of information regarding environmental pollutants and contaminants and meets the requirements established by 40 CFR 141.33 (2005).

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16919

3

**TITLE:** Law enforcement case files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are laboratory analysis of samples sent to the Health Lab by Law Enforcement agencies investigating crimes. They contain requests for laboratory examination and toxicology reports. The information includes suspect name; agency, address, agency case number, and telephone number of the requester; offense committed; items to be examined; examination type; chain of possession; description of examination type specimen(s); and test results.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs and legal requirements as expressed by the agency. The analytical data is necessary to support the results shown on the analytical report.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16919

**TITLE:** Law enforcement case files

(continued)

In a legal case, this information would be used to validate the report. A retention of seven years will suffice as it extends past the statute of limitations for most civil and criminal actions. Previous decision was two years in office and three years in the Records Center and then destroy.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16917

3

**TITLE:** Medical Examiner toxicology case file reports

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files are the result of laboratory tests conducted by the Toxicology lab at the request of the Medical Examiner to help determine cause of death. They contain the case number; decedent name, age, race, sex, whether putrefaction was present; names of drugs prescribed or found, a summary of case, specimen type submitted for analysis; type of test requested; test results; employee who received the specimen and the date received; date of the report; and signatures of toxicologist and medical examiner.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16917

**TITLE:** Medical Examiner toxicology case file reports

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs and legal requirements as expressed by the agency. The analytical data is necessary to support the results shown on the analytical report. In a legal case, this information would be used to validate the report. A retention of seven years will suffice as its extends past the statute of limitations for most civil and criminal actions. Previous decision was two years in office and three years in Records Center and then destroy.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22049

3

**TITLE:** Metal/radiochemistry data reports

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

This series contains data used to identify the contents of metals and radiation in water and waste through the use of the following methods: graphite, inductivity couples plasma (ICP), inductivity coupled plasma mass spectrometry (ICP/MS), and radiological techniques. Samples are collected by various state and nonstate agencies, primarily the Department of Environmental Quality. Test data are returned to the submitting agencies for their use. Information includes names and addresses where the reports are sent, descriptions of sample sites, the sample numbers, the dates and times collected, and test results.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.



**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22049

**TITLE:** Metal/radiochemistry data reports

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the historical and research value of information regarding environmental pollutants and contaminants and meets the requirements established by 40 CFR 141.33 (2005).

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16918

3

**TITLE:** Organic chemical sample reports

**DATES:** 1984-

**ARRANGEMENT:** Numerical by sample number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains water sample analysis reports used to determine chemical pollution. The reports are submitted to the lab by the Division of Environmental Health and by private companies and individuals. Information includes organic residue analyses and reports for PCBs, organochlorine and organophosphorous pesticides, herbicides, purgeable halocarbons and aromatics, and base neutral/acid extractables. They may also include the names and addresses where reports are sent, sample numbers, dates and times of sample collections, names of persons who collected samples, sample site numbers, site descriptions, names of analysts, dates samples were received and analyzed, methods of analysis, and test results.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/25/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 16918

**TITLE:** Organic chemical sample reports

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the historical and research value of information regarding organic chemical pollutants and also meets the legal requirements established by 40 CFR 141.33 (2005).

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 82102

3

**TITLE:** Quality control test results

**DATES:** 1983

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are chemical analyses done to check the quality of the work done by the lab. This information is needed to document the accuracy of the lab work should it be challenged in court. This record series includes Water Analyses, Seed Control, Autoanalyzer, Atomic Absorption/Emission, Total Dissolved Solids, Specific Conductance, Turbidity, Total Suspended Solids, Flouride Analysis, Chloride Determination, Mercury Determination, Cyanide, Oil & Grease, and Ammonia Analysis Worksheets. Information includes the name of the analyst, the date of the test, and the test results.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Legal

This length of time will suffice for any legal challenges to the findings.

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 26582

1

**TITLE:** Toxicology batch files

**DATES:** 2001-

**ARRANGEMENT:** Chronological by date of test.

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 26582

**TITLE:** Toxicology batch files

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(b) (2008)

**SECONDARY CLASSIFICATION(S):**

Exempt. UCA 26-3-7 (2008)

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22048

3

**TITLE:** Toxicology proficiency case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case file number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These case files are used to audit the lab's proficiency in drug analysis testing by examining randomly selected samples. The samples are blood and urine specimens sent to the lab by various agencies for testing. Information includes date received, date processed, name of originating agency and test results.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Health. Forensic Toxicology Laboratory

**SERIES:** 22048

**TITLE:** Toxicology proficiency case files

(continued)

**PRIMARY CLASSIFICATION:**

Public